

Presents

# MEDHAVI SKILLS

CHALLENGE-2023





# WELCOME TO MEDHAVI SKILLS UNIVERSITY SIKKIM

A UGC recognized State University established with passage of the Medhavi Skills University, Sikkim Act, 2021

## RECOGNITIONS AND APPROVALS



## LEADING THE FACE OF PROFESSIONAL HIGHER EDUCATION

### 1st University in India

to offer (Fully) Learn & Earn Degree with industry

### 2nd University in India

to partner with DGT for Work Integrated ITI

### 2nd University in India

to become the Awarding Body of NCVET, MSDE

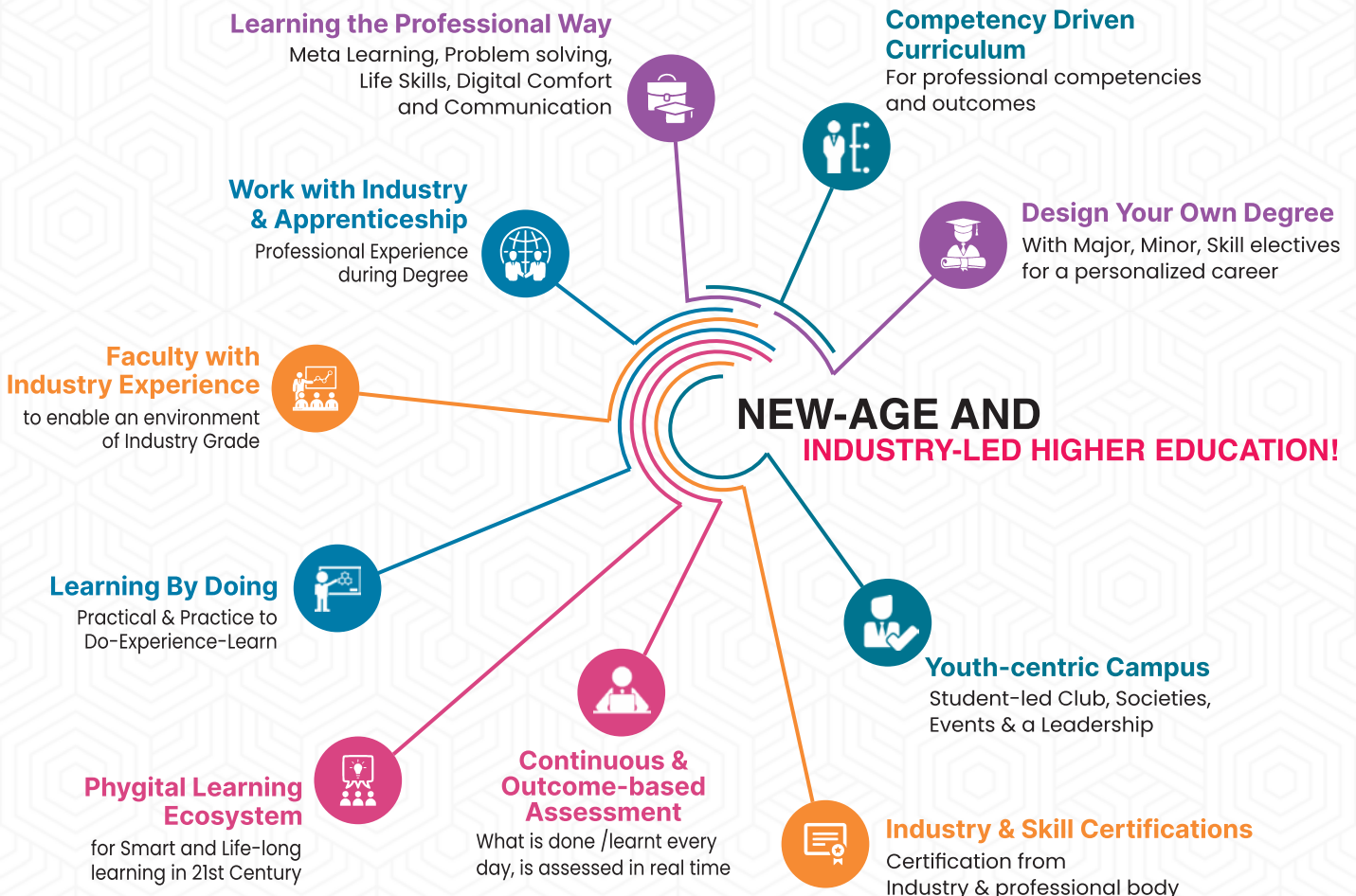
### 1st University in NEI

to partner with NSDC International for overseas placement

### 1st University in NEI

to implement NEP-2020 from AY-2022

**MSU aims** to synchronize the existing skilling frameworks to promote skills competency-embedded higher education which is industry-led and can support the youth in India for better employment.



# The Medhavi Skills Challenge:

## A New Approach to Student Skills Assessment

Breaking free from the confines of conventional exams, the Medhavi Skills Challenge focused on the live demonstration of students' practical skills. This revolutionary approach provided students with a platform to showcase their abilities in real-time, in front of a live audience.

The primary purpose of the Medhavi Skills Challenge was to shift the focus from traditional written and oral exams to a more engaging and interactive form of assessment. By offering a platform for students to showcase their skills, the Medhavi Skills University aimed to not only motivate them to excel but also foster a sense of camaraderie and mutual learning.

This was achieved through its innovative format, which allowed students from different skill tracks to observe, learn from, and support one another throughout the competition. With 13 skills tracks and over 50 tasks, students had a wide array of opportunities to display their skills. This incredible variety allowed each participant to find their niche and shine in their respective fields.

The Medhavi Skills Challenge was a resounding success, showcasing the exceptional practical skills and knowledge of the students at Medhavi Skills University. Over 50 awards were presented, celebrating the hard work and dedication of these talented individuals.

The students of Medhavi Skills University have undoubtedly emerged stronger, more versatile, and better prepared for the future. As we look forward to future iterations of the event, we can expect even greater achievements and innovations from this pioneering institution.



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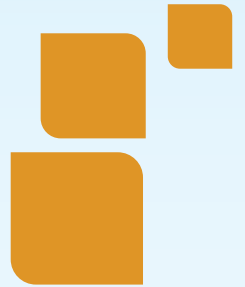
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## CATEGORY:

# CREATIVE WRITING SKILLS

# Creative Writing Skills

MODULE	TASK	Date	DURATION	MARKS(30)
A. Poetry Writing	1. Your task is to create a poem by using the given pictures and selecting one from a variety of options. 2. Once you've chosen your picture, it's time to let your imagination run wild. 3. Write a poem in not less than 4 stanzas	21.03.23	90 minutes	15 marks

## MODULE A- POETRY WRITING (Day 1/ 90 minutes)

Your task is to create a poem by using the given pictures and selecting one from a variety of options. You have the freedom to choose whichever picture speaks to you the most and allow it to inspire your creative flow.

(Refer to the given pictures and write a poem)



## MODULE A- POETRY WRITING (Day 1/ 90 minutes)

### Marking Criterion: (Poetry Writing)(DAY 1/ 90 minutes)

Sl. No	Criterion	Marks (15)
1	<b>Structure and Form:</b> The way in which the poem is organized, such as the use of stanzas, rhyme schemes, meter, and line breaks, can affect the way in which the poem is perceived.	3
2	<b>Use of figures of speech:</b> Use of figures of speech to create a deeper emotional resonance.	3
3	<b>Tone and Mood:</b> The emotional atmosphere created by the poem, which can range from melancholy to joyful, angry to peaceful, or any other range of emotions.	3
4	<b>Content/Context:</b> The relevance to the theme given or the underlying message or idea that the poet is trying to convey through the poem.	3
5	<b>Originality:</b> The extent to which the poem breaks new ground or offers a fresh perspective on a particular topic or theme.	3

MODULE	TASK	Date	DURATION	MARKS(30)
B. Short Story Writing	<p>1. Your task is to write a short story by choosing one from multiple prompts given and weaving a narrative that brings it to life.</p> <p>2. Write a short story in not less than 1000 words</p> <p>3. Consider the characters, setting, and plot you want to include, and how they relate to the chosen prompt. Think about the themes or messages you want to convey, and how you can use your story to bring them to life.</p> <p>4. As you write, feel free to experiment with different narrative techniques, such as varying your sentence structure, using flashbacks, or switching perspectives.</p>	22.03.23	90 minutes	15 marks

### MODULE B- SHORT STORY WRITING (Day 2/ 90 minutes)

Your task is to write a short story by choosing one from multiple prompts given and weaving a narrative that brings it to life, in not less than 1000 words

(Refer to the given prompts and write a short story in not less than 1000 words)

1. He was standing on the balcony watching the last rays of the Sun. Loud and angry voices in the street below distracted his attention. He ran down the stairs to see what had happened.....(Complete the following to build up a nice story)
2. It was Mohini's first day at the new school. She was feeling very nervous. She stood in a corner and watched the students who were laughing and talking excitedly. When she saw four senior students advancing towards her, she ...(Complete the following to build up a nice story)
3. It was her fifteenth birthday. Her parents were very happy. Some of her class-fellows had agreed to come.....(Complete the following to build up a nice story)
4. Write a short story based on any one of the following titles that intrigues you the most:
  - "Lost in the Woods"      ● "The Secret Garden"      ● "The Enchanted Forest"
  - "The Haunted House"      ● "The Last Survivors"

### Module Wise Evaluation Criterion

Marking Criterion: (Short Story Writing)		
Sl. No	Criterion	Marks (15)
1	<b>Plot:</b> The sequence of events in the story and how they unfold, including the setting, characters, conflict, and resolution.	3
2	<b>Characterization:</b> The way in which the author develops and portrays the characters in the story, including their personalities, motivations, and relationships with other characters.	3
3	<b>Style:</b> The author's use of language, including the choice of words, sentence structure, and literary devices	3
4	<b>Beginning/Middle/End</b> (Intent-Conflict-Resolution)	3
5	<b>Theme:</b> The underlying message or idea that the author is trying to convey through the story.	3





## CATEGORY:

# CONTENT INVESTIGATION SKILLS

# Content Investigation Skills

MODULE	TASK	DATE	DURATION	MARKS (30)
A. Review and Summarization	1. Your task is to review an article and write a good summary on the same.	20.03.2023	1 hour	5
B. Compare and contrast report	1. Your task is to compare and contrast and make a comprehensive report in an essay format by choosing from any topics below: 2. Theory learning vs. practical learning. 3. Traditional methods or modern scientific methods. 4. As you start writing the report you have to consider; a. Frame of reference b. Grounds for comparison c. Organizational scheme.	20.03.2023	2 hour	15
C. Case study report	1. Your task is to write a case study report and it should follow these patterns or contain at least 4 sections; an introduction, a body where you should include background information, presentation of main findings, and finally a conclusion.	20.03.2023	1 hour	10

## Module Wise Evaluation Criterion

### Marking Criterion: (Module A:Review and Summarization)

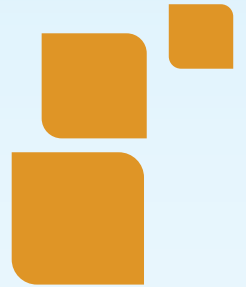
Sl. No	CRITERION	MARKS
1	Understanding on background of an article	5

### Marking Criterion: (Module A:Compare and contrast report)

Sl. No	CRITERION	MARKS
1	Conceptual comprehension	5
2	Type of method used.	5
3	Presentation	5

### Marking Criterion: (Module C: Case study report)

Sl. No	CRITERION	MARKS
1	Is the presentation well-structured?	5
2	Is the general context of the problem well explained?	5



## CATEGORY:

# SPREADSHEET & DATA MANAGEMENT SKILLS

# Spreadsheet & Data Management Skills

Complete the following modules as a part of your DOA Skill Challenge

MODULE	TASK	DURATION	MARKS(90)
<b>Module A</b> (Worksheet and Dashboard)	a) Implement Worksheet as per given Questions (Provided PDF) b) Data Visualization using Dashboard in Excel	1 HR: 30 MINS	18+23+09 (a+b+c = 50)
<b>Module B</b> (Worksheet with Data Analysis)	a) Implement Worksheet as per given Questions (Provided PDF) b) Analyze Data using given Dataset	1 HR: 30 MINS	15+15+10 (a+b+c = 40)

## Marking Criterion: (Module A: Worksheet and Dashboard)

Sl. No.	Criterion	Marks (18)
1	Data Formatting & Validation (a) - Cell Formatting (4) - Text Formatting (2) - Data Validation (2) - Cell Referencing (2)	10
2	Formula Implementation (a) - Arithmetic Formulae (5) - Logical Formulae (5) - Inbuilt Functions (5)	15
3	Implementation of Pivot Table (b)	07
4	Pivot Chart (b)	10
5	Pivot Slicer & connecting (b)	08

## Marking Criterion: (Module B: Worksheet with Data Analysis)

Sl. No.	Criterion	Marks (18)
1	Data Formatting & Validation (b,a) - Cell Formatting (2.5) - Text Formatting (2.5) - Data Validation (2.5) - Cell Referencing (2.5)	10
2	Function Usage (b) - Arithmetic Function (5) - Lookup Functions (5)	10
3	Print Settings & export PDF (a)	05
4	Header & Footer (a)	05
5	Punctuality (c)	05
6	Discipline (c)	05

*Note:* Specimens for both the Module (A and B) will be provided as soft copy in .pdf format, during the exam hours. All the specifications are inscribed with a separate sheet.

(c) in module B will be for class room Decorum.

**Scale down to 30**

$$\frac{\text{Marks Scored}}{90} \times 30$$

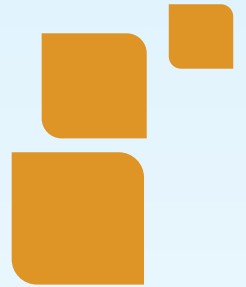
## Specification for Worksheet and Dashboard (Module A)

- Import the product dataset.txt file into product dataset.xlsx that is in excel format and manage the data in below format applying the
- Using formulas and functions, perform the below task
  - Calculate Quantity in Stock
  - Calculate value of stock without GST
  - Calculate Price/Unit after GST
  - Calculate Value of stock including GST
  - Calculate total selling price
  - Calculate Discount Amount
  - Calculate amount after discount
  - Calculate profit earning

3. Create a Pivot Table and Pivot Chart of Product category wise sum of Profit Earning
4. Create a Pivot Table and Pivot Chart of Region wise sum of Total Selling Price
5. Create a Pivot Table and Pivot Chart of Moths wise Sum of Total Selling Price and Sum of Profit Earning
6. Create a Pivot Table and Pivot Chart of Product Category wise Sum of Quantity Purchased, Sum of Quantity Sold, Sum of Quantity in Stock
7. Add Slicer as "Product Category" and connect to all the pivot char on dashboard.
8. Analysis the dashboard charts and find out the highest product sales Region name.

### Specification for Worksheet with Data Analysis (Module B)

1. Apply a Vlookup for looking up LeadTech and find out the Payment type across the lookup value.
2. Apply conditional formatting (Orange Background on Color Scale) on Wait having value above the average for the selected range.
3. Using filter find out how many "LbrRate" of 140 belongs to North district having "Service" type Deliver.
4. Construct a Column where calculate the average of "PartsCost" and "LbrCost" which is further multiplied with Wait value. (For all Records)
5. Extract the Records having Payment Method C.O.D and Service was Replace into another seperate sheet (sheet name= "COD vs Service") and calculate the average of "LbrFee" and "PartsFee".
6. Construct a column "FineAmt", in the "COD vs Service" sheet for all "TechLead" having the "totalCost" > 500 then "FineAmt" will be 10% of "LbrFee" and if the "totalCost" > 900 then "FineAmt" will be 15% of "LbrFee".
7. Print the Records of "WO", "District", "TechLead", "Service", "ReqDate", "WorkDate", "Techs", "WtyParts", "Wait", "LbrFee", "PartsFee" and "TotalCost" into PDF format, where all columns are showing in every Page.
8. Construct a separate column to show the difference between "WorkDate" to "ReqDate" in a separate sheet by copying all records. (sheetname= "DateDiff")
9. Put Header as "Date Difference" and Footer as "TechLead Data" in the sheet name "DateDiff".
10. In the " COD vs Service " sheet change the cell format of "TotalFee" into zero decimal Place, and Change the Font color of "TechLead" into Dark Red with Italics & underlined with a cell Style "Neutral". (For all Records)



**CATEGORY:**

**DIGITAL APPLICATION SKILLS**

# Digital Application Skills

MODULE	TASK	DURATION	MARKS(30)
<b>Module A</b> (Preparation of word document)	a) Cover Page b) Page 1 with Charts c) Page 2 with SmartArts	2 HRs	06+07+05 (a+b+c=18)
<b>Module B</b> (PPT and Website)	a) PowerPoint presentation b) Implement a Excel Worksheet as per given question (in PDF provided)	1 HR	07+05 (a+b=12)

## Marking Criterion: (Module A: Worksheet and Dashboard)

Sl. No.	Criterion	Marks (18)
1	Design Aspects (a) - Color combination - Shapes - Fonts and layouts - Alignments	03
2	Chart Layouts (b)	05
3	Data Representations (b)	
4	Legends and Markings (b)	01
5	Equation Representation (b)	01
6	Smart Art Representation (c)	05
7	Data Flow (c)	
8	Header & Footer Marking (a)	03
9	Document Alignment (a)	
10	Document Conversion (a)	

## Marking Criterion: (Module B: PPT & Excel)

Sl. No.	Criterion	Marks (18)
1	Design Aspects (a) - Visibility - Layout - Alignments - Graphics used - Shapes - Fonts	03
2	Publishing into PowerPoint show and PDF (a)	02
3	Duration (a)	
4	Data Formatting & Validation (b)	02
5	Data Analyze (b)	02
6	Sheet Upload and sharing (b)	01

## Description of the questions given in the above module:

<b>Module A</b>	<p>(a) In this part all of you have to make a word document as per given specimen document, where it is mentioned to make a Cover Page, exactly same as given in the specimen, by following the specifications given in the specification sheet.</p> <p>(b) All of you have to create the charts, exactly same as given the specimen document with the provided data in the charts.</p> <p>(c) Also, use the Smart Arts as exactly same as mentioned in the specimen document. After completions you have to generate table of content for entire word document just after the cover page.</p> <p><i>Note: All the description to change fonts styles &amp; size, alignments, coloring etc. will be mention in the given question as "specification" to develop that document</i></p>
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### Description of the questions given in the above module:

<b>Module B</b>	<p>(a) In the same way at this module also you have to make a PowerPoint presentation as mention in the sample document where time also matters to complete.</p> <p><i>Note: Images you can refer any image from the internet and other specification like fonts, size style colors etc. mention in the question given.</i></p> <p>(b) Here in this section also you have to make same excel sheet as given in the sample with following specification with the question.</p>
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*Specimen for the both the Module (A and B) will be provided as soft copy in .pdf format, during the exam hours. All the specification inscribe with a separate sheet.*

### Specification for Cover Page and Whole Document

<b>Module A</b>	<ol style="list-style-type: none"> <li>1. For Top Portion Put any desired picture from Internet</li> <li>2. For “Logo”: font=Microsoft Sans Serif or Adobe Heiti Std R, size=16 , color= green</li> <li>3. For “COST PROPOSAL”: font= Arial rounded MT Bold, size= 39.5, color= Black</li> <li>4. For “Prepared By” and “Prepared For”: font= Calibri, size=26, color=green</li> <li>5. For below “Prepared By” and “Prepared For” content’s: font= Calibri, size=16, color= black</li> <li>6. For “COMPANY NAME”: font= Times New Roman, size=20, color=white</li> <li>7. For below “COMPANY NAME” content’s: font= Book Antiqua, size=10, color=white</li> </ol>
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### Specification for PowerPoint Presentation

<b>Module B</b>	<ol style="list-style-type: none"> <li>1. For Title: font = Arial MT, size= 54, color=white</li> <li>2. For Subtitle: font= Arial MT, size = 18.5, color=white</li> <li>3. For Paragraph: font=Arial, size=12, color=white or color=black as per format.</li> </ol>
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### Specification for Cover Page and Whole Document

<b>Module A</b>	<ol style="list-style-type: none"> <li>1. For “Logo”: font=Microsoft Sans Serif or Adobe Heiti Std R, size=40, color= Black</li> <li>2. For “PROJECT NAME”: font=Calibri, size= 33, color= Black lighter 35%</li> <li>3. For “PROJECT PROPOSAL”: font= Calibri, size=45.5, color=Orange</li> <li>4. For below “Prepared By” and “Prepared For” content’s: font= Calibri, size=20, color=Orange</li> <li>5. For “Mark Johnson” and “James Macron”: font= Times New Roman, size=16, color=Black</li> <li>6. For below “Mark Johnson” and “James Macron”: content’s: font= Times New Roman, size=12, color=Black</li> <li>7. For “Version”, “Department”, “Delivery”: font= Calibri, size=13, color=black.</li> <li>8. For left side button Portion Put any desired picture from Internet</li> </ol>
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### Specification for PowerPoint Presentation

#### Module B

1. For Title: font = Arial MT, size= 54, color=Black
2. For Subtitle: font= Arial MT, size = 18.5, color=white
3. For Paragraph: font=Arial, size=12, color=white

### Specification for Cover Page and Whole Document

#### Module A

1. For “Logo”: font=Microsoft Sans Serif or Adobe Heiti Std R, size=36 , color= Black
2. For image Portion Put any desired picture from Internet
3. For “COMPANY NAME HERE”: font= Calibri, size= 24, color= Black
4. For below “COMPANY NAME HERE” content’s: font= Calibri, size=10, color= black
5. For “CONSTRUCTION PROJECT NAME”: font= Trebuchet MS, size=36, color=white
6. For “Trebuchet MS”: font= Trebuchet MS, size=24, color=white
7. For “Prepared By” and “Prepared For” content’s: font= Calibri, size=18, color= black
8. For “Mark Johnson” and “Mark Johnson”: font= Times New Roman, size=16, color=Black
9. For below “Mark Johnson” and “Mark Johnson”: font= Times New Roman, size=10, color=Black
10. For “Created Date”: font= Times New Roman, size=20, color=white
11. For” Template Design By” content’s: font= Calibri, size=11, color=white

### Specification for PowerPoint Presentation

#### Module B

1. For Title: font = Arial MT, size= 54, color=white
2. For Subtitle: font= Arial MT, size = 18.5, color=white
3. For Paragraph: font=Arial, size=12, color=white or color=black as per format.

### Specification for Cover Page and Whole Document

#### Module A

1. For Top Portion Put any desired picture from Internet
2. For “Logo”: font=Microsoft Sans Serif or Adobe Heiti Std R, size=16 , color= green
3. For “SALES”: font= Calibri, size= 45, color= Black
4. For “PROPOSAL”: font= Calibri, size=45(bold), color=Green
5. For below “FOR CLIENT NAME” and “YOUR NAME” font= Calibri, size=30, color=white
6. For below “YOUR NAME” content’s: font=Calibri, size=14, color=white

### Specification for PowerPoint Presentation

#### Module B

1. For Title: font = Arial MT, size= 54, color=white
2. For Subtitle: font= Arial MT, size = 18.5, color=white
3. For Paragraph: font=Arial, size=12, color=white or color=black as per format.



## CATEGORY:

# BRAND PROMOTIONS & MARKETING SKILLS

# Brand Promotions & Marketing Skills

Module	Task Description	Date	Duration	Marks
A. STP Analysis	<p>1. Your task is to analyse the STP of a given company. You can select any one Company from the given options.</p> <p>1. Tesla 2. LG 3. Samsung 4. HUL</p>	21.03.23	90 minutes	15 marks
B. PLC Analysis	<p>1. Your task is to analyse the PLC of a given product. You can select any product from the given options.</p> <p>1. Television 2. Electric Car 3. Personal Computer</p>		90 minutes	15 marks

## Marking Criterion: (STP Analysis ) (DAY 1/ 90 minutes)

Sl. No	Criterion	Marks (15)
1	<b>Discipline</b> : The level of professionalism you show while performing the task such not disturbing any other person , silently working on task etc.	1.5
2	<b>Background of the Company</b> : The way in which the background of the company is presented, such as the establishment year, founder, and Vision and Mission.	1.5
3	<b>Research Level</b> : at what level do you use facts, figures and citations of sources used for conducting the analysis.	5
4	<b>Presentation of Content</b> : Structure of the Presentation such as sequencing, use of graphs and table to elaborate the analysis	4
5	<b>Time taken to complete the Analysis</b> : if you complete the task in the given time you will be given full marks; for every 15-minute delay 0.5 marks will be deducted.	3

## Marking Criterion: (PLC Analysis ) (DAY 2/ 90 minutes)

Sl. No	Criterion	Marks (15)
1	<b>Discipline</b> : The level of professionalism you show while performing the task such not disturbing any other person , silently working on task etc.	1.5
2	<b>Product History</b> : How the background of the product is presented, such as the launching year, features, images and utility.	1.5
3	<b>Research Level</b> : at what level do you use facts, figures and citations of sources used for conducting the analysis.	5
4	<b>Presentation of Content</b> : Structure of the Presentation such as sequencing, use of graphs and table to elaborate the analysis	4
5	<b>Time taken to complete the Analysis</b> : if you complete the task in the given time you will be given full marks; for every 15-minute delay 0.5 marks will be deducted.	3



**CATEGORY:**

**PREVENTIVE  
HEALTHCARE SKILLS**

# Preventive Healthcare Skills

MODULE	Task	DURATION	MARKS(30)
<b>A. Questionnaire and data collection</b>	1. Making a questionnaire on Malaria(10 questions) 2. Collect 10 in-house subject Data (mandatory 5 males, 5 females)	2 h	07
<b>B. Analysis and caption making</b>	1. Make report on i) How many percent of the subjects have undergone the Malaria test? ii) How many percent of the subjects have experienced Shivering and fever? iii) Show a comparison of Malaria symptoms; male vs female. 2. Make a positive caption for your understanding	2 h	03
	Discipline		03
	Hygiene		03
	Neatness		03

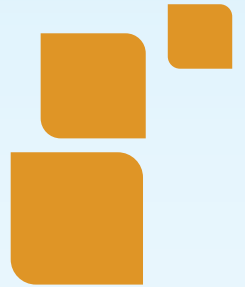
## Module Wise Evaluation Criterion

### Marking criterion:(Module A: Questionnaire and data collection)

Sl. no.	Criterion	Marks [10]
1.	Relevance of the questions (10 questions)	3
2.	Relevance of the data	3
3.	Demographic data	1

### Marking criterion:(Module B: Analysis and caption making)

Sl. no.	Criterion	Marks [10]
1.	Percentage calculation	2
2.	Identification of Anemia Symptom	5
3.	Ratio calculation and graph plotting (Mean value, Mean deviation)	2
4.	Caption relevance to the findings	5



## CATEGORY:

# HOSPITAL DUTY & PATIENT CARE SKILLS

# Hospital Duty & Patient Care Skills

MODULE	TASK	Date	DURATION	MARKS(30)
A. Measurements of Blood Pressure and collection of medical history	1. Your task is to measure the blood pressure of a patient by using blood pressure measuring apparatus (Sphygmomanometer and stethoscope). 2. You also have to collect the medical history of that patient using the history collecting form which will be provided to you on that day 3. For your reference, the sample format is attached below	21.03.23	90 minutes	20 marks
B. Demonstration of Hand Hygiene and use of Bedpan	1. Your task is to demonstrate how do we perform hand hygiene at a time of attending the patients 2. Your task is to provide the bed pan to the bedridden patients (Bed pan will be provided)	22.03.23	90 minutes	10 marks

## MODULE A- MEASUREMENTS OF BLOOD PRESSURE AND COLLECTION OF MEDICAL HISTORY (Day 1/ 90 minutes)

Your task is to collect the history from the dummy patient and simultaneously check the vital signs and record it. Each students will have 5 minutes to perform the procedure  
(Refer to the given Medical History Collection Format)

### MEDICAL HISTORY COLLECTION FORMAT

#### 1. BIOGRAPHICAL INFORMATION

Name :		Age :	Sex :
BP :	Blood Group :	Weight :	
Occupation :		Marital Status :	
Religion :		Qualification :	

#### 2. PAST HEALTH HISTORY

Any sleeping disorder (Insomnia):
Anorexia ( Loss of appetite):
Difficulty in urination:
Constipation:

**Body ache:**

**Previous hospitalization (if specify):**

**Diabetes Mellitus:**

**Cardiac problems:**

**Inflammation/infection:**

**Any surgical history:**

**Accidental History:**

**3. CURRENT COMPLAINT**

**4. FAMILY HISTORY**

NAME					

**5. VACCINATION HISTORY**

**6. CURRENT MEDICATIONS**



## Module Wise Evaluation Criterion

Marking Criterion: (Module A: Demonstration of Blood Pressure measurements and medical history collection)		
Sl. No.	Criterion	Marks (20)
1	Identification of parts of instrument	04
2	Communication Skills	03
3	Hygienic practices	03
4	Techniques	05
5	Time management	03
6	Portions covered	02



## MODULE B- Demonstration of Hand Hygiene and use of Bedpan

Your task is to demonstrate the steps of hand washing and use of bed pan in the dummy. Each students will get 5 minutes to demonstrate the procedure

## Module Wise Evaluation Criterion

Marking Criterion: (Module B: Demonstration of Hand Hygiene and use of Bedpan) (DAY 2/ 90 minutes)		
Sl. No.	Criterion	Marks (20)
1	Communication Skills	04
2	Steps of handwashing	03
3	Time management	03
4	Confidence	05
5	Patient's safety	03





## CATEGORY:

# FIRST AID SERVICE SKILLS

# First Aid Service Skills

MODULE	TASK Description	Date	DURATION	MARKS(30)
A. Demonstration of CPR	<p>1. Your task is, you will be provided with a dummy patient, and you need to perform how to give Cardiopulmonary Resuscitation to the dummy patient.</p> <p>2. Below, the picture of CPR is given for your reference.</p>	21.03.23	90 minutes	15 marks
B. Demonstration of Dressing.	<p>1. Your task is, you will be provided with a patient who has cut injury over their wrist, demonstrate the steps of the dressing procedure and all the articles will be provided.</p> <p>2. Below, the picture of dressing is given for your reference.</p>	22.03.23	90 minutes	15 marks

## MODULE A- (Day 1/ 90 minutes)

Your task is to Perform CPR so each student will get 5 minutes each.



## Module Wise Evaluation Criterion

### Marking Criterion: (Module A: Demonstration of CPR)

Sl. no.	Criterion	Marks [10]
1.	Observing the situation	3
2.	Airway management	3
3.	CPR Techniques	3
4.	Time management	3
5.	Patient safety	3

## MODULE B- Demonstration of the Steps of dressing. (Day 2/ 90 minutes)

Your task is to Perform CPR so each student will get 5 minutes each.



### Module Wise Evaluation Criterion

#### Marking Criterion: (Module B: Demonstration of the steps of Dressing)

Sl. no.	Criterion	Marks [10]
1.	Counseling skills	2
2.	Wound assessment	3
3.	Time management	2
4.	Following Disinfection	3
5.	Dressing Technique	5



# CATEGORY:

# CUSTOMER SERVICE SKILLS

# Customer Service Skills

MODULE	TASK DESCRIPTION	DATE	DURATION	MARKS
A. BEING PRESENTABLE (GROOMING & HYGIENE STANDARDS, INTERVIEWS SKILLS)	1. Your task is to maintain Grooming and Hygiene standards/Formal Clothes 2. You have to come prepared for Mock Interview and different types of Interview questions. 3. Self-Introduction	21.03.23	90 minutes	15 marks
B. HANDLING DIFFERENT TYPES OF CUSTOMER (COMPLAINTS TRAVEL DESKPHONE AND TONE ETIQUETTE.)	a. Your task is to handle different types of Customer Complaints b. Prepare a travel Itinerary (SIKKIM) c. Your Task is to handle Telephonic conversation	21.03.23	90 minutes	15 marks

## Module Wise Evaluation Criterion

### MODULE A- BEING PRESENTABLE

1. Your task is maintain Grooming and Hygiene standards/Formal Clothes
2. You have to come prepared for Mock Interview and different types of interview.
3. Self-Introduction

### Marking Criterion: (BEING PRESENTABLE)

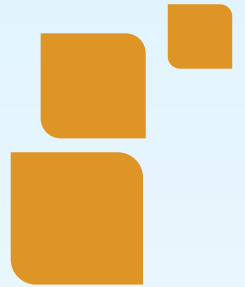
Sl. No	CRITERION	MARKS (15)
1	Grooming and Hygiene/Greetings/Formal Clothes	5
2	Mock Interview, different types of interview	5
3	Self-Introduction / Important questions for interview	5

### MODULE B- HANDLING DIFFERENT TYPES CUSTOMER

1. Your task is to handle different types of Customer Complaints
2. Prepare a travel Itinerary Sikkim.
3. Your Task is to handle Telephonic conversation .

### Marking Criterion: - HANDLING DIFFERENT TYPES CUSTOMER

Sl. No	CRITERION	MARKS (15)
1	Handle different types of Customer Complaints	5
2	Travel Itinerary (Sikkim).	5
3	Phone Tone and Etiquette	5



**CATEGORY:**

**RESTAURANT  
OPERATION SKILLS**

# Restaurant Operation Skills

MODULE	TASK	TASK DESCRIPTION	MARKS	DURATION
MODULE A	Design a restaurant layout (bar included for 20 pax)	1. Students will have to design a layout for a restaurant taking into consideration the various factors involved in setting up a restaurant, including the size, seating, traffic flow and ease of movement.	15	0.45 hours
MODULE B	Table set up and Service	1. Students will have to demonstrate a three course cover (Appetizer/Soup, Main Course, and Dessert) with Wine Glass. 2. Students will demonstrate the basic skills of a professional restaurateur and will include the entire customer meal cycle.	15	0.15 hours (each student)

## Module Wise Evaluation Criterion

### Module A: Design a Restaurant

Sl. No	CRITERION	MARKS (15)
1	Neatness of the layout	5
2	Dimension and proportion of the restaurant	5
3	Practicality of the setup which will include seating, traffic flow, optimum utilization of space, movement of employees.	5

### Module B: Table set up and Service

Sl. No	CRITERION	MARKS (15)
1	Cutleries, crockeries and glassware used	5
2	Assessing skills – interpersonal, and essential technical	5
3	<b>Sequence of service:</b> <ul style="list-style-type: none"> <li>● welcoming the guest</li> <li>● presenting menu</li> <li>● suggestive selling and upselling                             <ul style="list-style-type: none"> <li>● serving</li> </ul> </li> <li>● presenting bill and                             <ul style="list-style-type: none"> <li>● farewell</li> </ul> </li> </ul>	5





## CATEGORY:

# KITCHEN OPERATION SKILLS

# Kitchen Operation Skills

MODULE	TASK DESCRIPTION	DATE	DURATION	MARKS
1. (Menu Planning)	a. Your task is to prepare a three course food menu for 4 pax b. Once you've prepared the menu you have to plan about indenting, selection of particulars for the menu. c. Describe briefly your work plan of how you are going to prepare the food keeping in mind all the professional aspects like hygiene, sanitation and process of preparing the food.	21.03.23	90 minutes	15 marks
2. (Kitchen Operations and Management)	d. Your task is to draw a flowchart of a classical brigade system. e. Once you've drawn the flowchart write down the duties and responsibilities of individual Kitchen personnel.	21.03.23	90 minutes	15 marks

## MODULE 1- MENU PLANNING (Day 1/ 90 minutes)

### MODULE A- BEING PRESENTABLE

Your task would be preparing a three course food menu and plan an indent, requisition and selection criteria of your food items.

Describe briefly your work plan of how you are going to prepare the food keeping in mind all the professional aspects like hygiene, sanitation and process of preparing the food.

### FOOD MENU

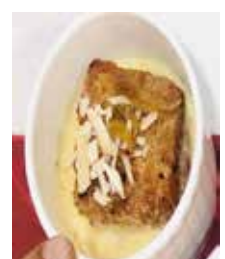
**TACOS**  
XX  
**NASI GORENG**  
XX  
**SHAHI TUDKA**



TACOS



NASI GORENG



SHAHI TUDKA

### Marking Criterion: (MENU PLANNING)(DAY 1/ 90 minutes)

Sl. No	CRITERION	MARKS (15)
1	Indenting: Proper quantity of raw ingredients for making each food dish for 4 pax	5
2	Criteria: Explain the selection criteria for each raw ingredient used.	5
3	Work Plan: Sequence wise work plan for preparing of courses( washing, cutting, preparing)	5

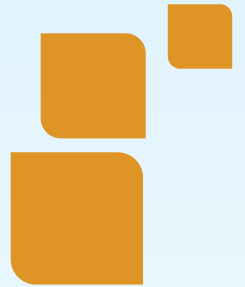
## MODULE 2- KITCHEN OPERATIONS AND MANAGEMENT

(Day 2/ 90 minutes)

Your task is to draw a neat labeled flowchart of a classical brigade system, once you have drawn the flowchart define the duties and responsibilities of each individual kitchen personnel. Designing a commercial kitchen layout.

### Marking Criterion:( MODULE B: KITCHEN OPERATIONS AND MANAGEMENT)

Sl. No	CRITERION	MARKS (15)
1	Flowchart: Draw the organizational structure , Hierarchal system of a kitchen Brigade system	5
2	Explain the duties and responsibilities of kitchen personnel.	5
3	Designing: A neat labeled diagram of a commercial kitchen layout.	5



## CATEGORY:

# LEARNING & APPLICATION SKILLS

# Learning & Application Skills

Complete the following modules as a part of your DOA Skill Challenge

MODULE	Task Description	DURATION	MARKS(30)
<b>A. Listening and Writing Task</b>	1. Your task will be to listen to the audio or podcast carefully and comprehend the same. 2. You will write two paragraphs on whatever you understood from the audio. You can give your opinions on the topic discussed in the audio clip.	2 hrs	15
<b>B. Reading and Speaking Task</b>	1. Your task is to read an article. 2. You will comprehend the article and you are supposed to speak on the basis of your comprehension.	3 hrs	15

## Module Wise Evaluation Criterion

### Module A- Listening Sample Task

Listen to the audio clip and write down your thoughts on the topic discussed, in not less than 300 words. The audio clip will be played twice only.

### Module B- Reading Sample Task

Read the given passage or newspaper article, comprehend the content, and explain it in your own words. You have to speak for a minimum of two minutes.

#### Marking criterion: (Module A: Listening and Writing)

Sl. no.	Criterion	Marks [15]
1.	Aural Comprehension	4
2.	Presentation	2
3.	Structure and Clarity	3
4.	Grammar and Spelling	3
5.	Vocabulary	3

#### Marking criterion: (Module B: Reading and Speaking)

Sl. no.	Criterion	Marks [15]
1.	Reading Comprehension	4
2.	Fluency and Coherence	3
3.	Clarity and Pronunciation	3
4.	Grammatical & Lexical Range	3
5.	Confidence	2

### Rules to be followed:

- Do not carry your cell phone to the examination hall.
- Listen carefully to the audio recording; it will be played twice only.
- Read your instructions carefully before you begin to write or speak.
- Strict discipline is to be followed in the exam hall.



## CATEGORY:

# ENGLISH & COMMUNICATION - ESSENTIAL SKILLS

# English & Communication - Essential Skills

MODULE	Task Description	DURATION	MARKS(30)
<b>A. Submission of Logbook</b>	The task for the student is they will have to submit their logbook on The Learning Project.	-	20
<b>B. Presentation of The Learning Project</b>	The task for the student is to present their PowerPoint presentation on their topic and explain what they have learnt from the project.	6 minutes each	05

## Module Wise Evaluation Criterion

Module A: Logbook Submission – Logbook will be assessed on the following criteria and marks distributed on fulfillment of the criterion.

### Marking criterion: (Module A: Logbook Submission)

Sl. no.	Criterion	Marks [10]
1.	Cleanliness and presentation of the logbook	2
2.	Learning Progress Report – Week 1 to Week 4	2
3.	Learning Summary Report – Week 1 to Week 4	2
4.	Notes on the student's research – Week 1 to Week 4	2
5.	Signature of the faculty – Week 1 to Week 4	2

Module B: Presentation of the Learning Project

### Marking criterion: (Module A: Presentation of the Learning Project)

Sl. no.	Criterion	Marks [10]
1.	Clarity on the topic chosen for the presentation/research and its connection to ILA21C	1
2.	Clarity and coherence of the content	1
3.	The thoroughness of the ideas presented and the analysis	1
4.	Effective use of facts, statistics, and details	1
5.	Effective use of images	1



## CATEGORY:

# TOURISM SERVICES AND PRODUCT (TOURISM SERVICE SKILLS)



# Tourism Services & Product (Tourism Service Skills)

MODULE	TASK DESCRIPTION	DATE	DURATION	MARKS (30)
A. Tourism Product of West Sikkim	Provide location wise details about the followings: <ul style="list-style-type: none"> <li>• Religious tourism (Temple, Monastery, Church etc.)</li> <li>• Nature-based tourism (Hiking, camping, wildlif watching)</li> <li>• Heritage tourism (Ancient ruins, palaces, museums, monuments etc.)</li> <li>• Adventure tourism (paragliding, trekking) Mention each destination falls under which town (Soreng or Geyzing).</li> </ul>	20.03.23 & 21.03.23	1 hour	10
B. Accommo- dation in West Sikkim	Provide distance, location and the types of accommo- dation facilities available near to each tourist destina- tion in West Sikkim, such as; <ul style="list-style-type: none"> <li>• Homestays</li> <li>• Resorts</li> <li>• Hotels etc.</li> </ul>	20.03.23 & 21.03.23	2 hours	10
C. Tour Manual Organizing	Format a tour manual based on the following steps; <ul style="list-style-type: none"> <li>• Arrange tourist destination in sequence to following towns of West Sikkim (Soreng and Geyzing)</li> <li>• Provide destination wise accommodation and transportation facilities as well as any other miscelaneuous activity available</li> <li>• Organize the information in a logical and easy-to-read format</li> <li>• Use headings, subheadings, and bullet points to make the information more digestible.</li> <li>• Use more images to break up text and make the manual more engaging</li> </ul>	20.03.23 & 21.03.23	3 hours	10

## Module Wise Evaluation Criterion

### Marking criterion:(Module A: Tourism Product of West Sikkim)

Sl. No	CRITERION	SUB-CRITERION	MARKS(10)
2	Comprehensive Itinerary	Location, sightseeing, accommodation & Activity	4
3	Local Area & Culture	Historical & Cultural significance	3
	Practical Information	Maps, Transportation options, Recommended Restaurants	3

Sl. No	CRITERION	SUB-CRITERION	MARKS(10)
1	Type of accommodation	Budget accommodation, Mid-range accommodation, luxury accommodation	3
2	Room amenities	Room facilities, appliances/features	3
3	Location/Distance	Maps, Transportation options, Recommended Restaurants	4

### Marking criterion:Module C: Tour Manual, West Sikkim

#### Marking criterion:(Module A: Tourism Product of West Sikkim)

Sl. No	CRITERION	SUB-CRITERION	MARKS(10)
1	Clarity and Organization	well-organized, easy to read, and visually appealing	10





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